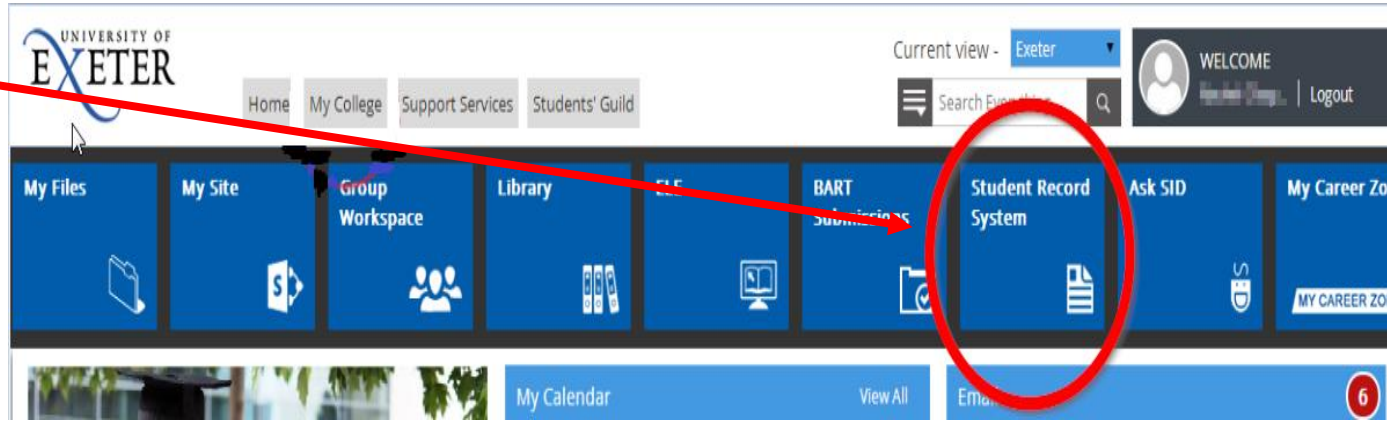
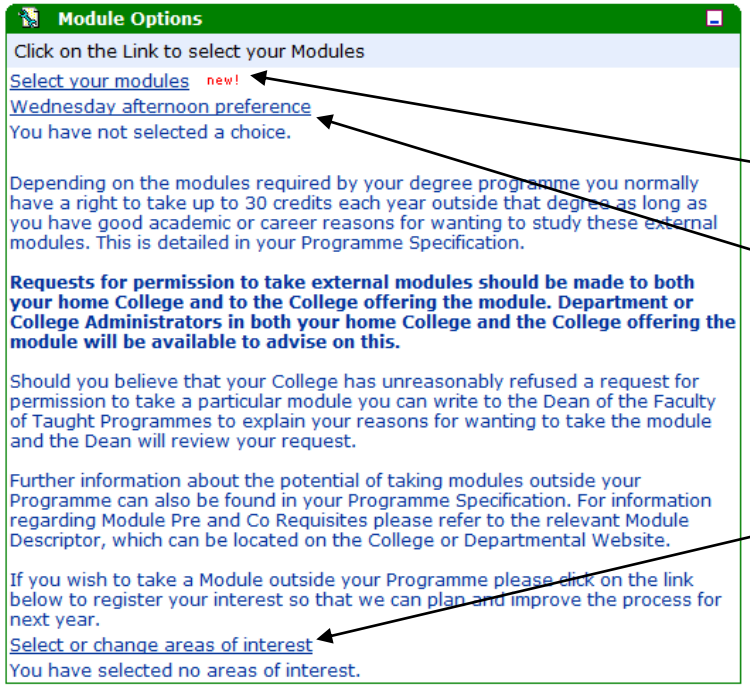
Logging into the Online Module Selection system

Once you've logged into exehub, click on the **Student Record System** tab:



The following container will be available on the Student record System once Online Module Selection has been activated for you.


Module Options
Click on the Link to select your Modules
Select your modules new!
Wednesday afternoon preference
You have not selected a choice.
Depending on the modules required by your degree programme you normally have a right to take up to 30 credits each year outside that degree as long as you have good academic or career reasons for wanting to study these external modules. This is detailed in your Programme Specification.
Requests for permission to take external modules should be made to both your home College and to the College offering the module. Department or College Administrators in both your home College and the College offering the module will be available to advise on this.
Should you believe that your College has unreasonably refused a request for permission to take a particular module you can write to the Dean of the Faculty of Taught Programmes to explain your reasons for wanting to take the module and the Dean will review your request.
Further information about the potential of taking modules outside your Programme can also be found in your Programme Specification. For information regarding Module Pre and Co Requisites please refer to the relevant Module Descriptor, which can be located on the College or Departmental Website.
If you wish to take a Module outside your Programme please click on the link below to register your interest so that we can plan and improve the process for next year.
Select or change areas of interest
You have selected no areas of interest.

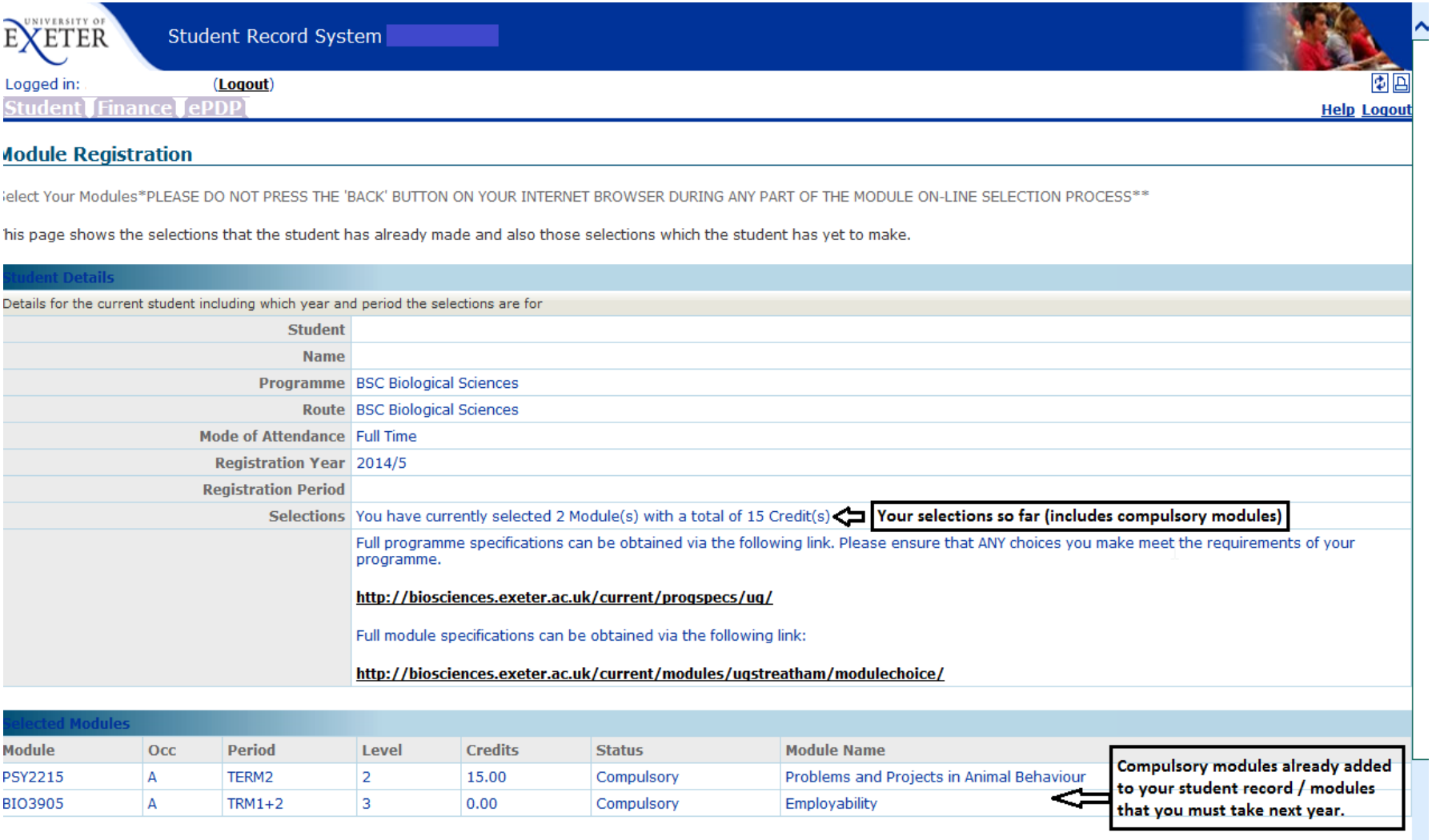
Click on the:

- **Select your modules** link to choose your modules and submit your choices.
- **Wednesday afternoon preference** link to let us know if you prefer to have Wednesday afternoons free of teaching or not.
- **Select or changes areas of interest** link to indicate what other subjects of study you are interested in.

The following guidance is an ***example*** of what your module selection view will look like, to help guide you through the process. Please note that the details /module choices **will vary depending on your programme of study**.

Selecting your modules

By clicking on the **Select your modules** link (above), you will be brought to the Module Registration page.


Student Record System
Logged in: (Logout)
Student Finance ePDP
Help Logout
Module Registration
elect Your Modules*PLEASE DO NOT PRESS THE 'BACK' BUTTON ON YOUR INTERNET BROWSER DURING ANY PART OF THE MODULE ON-LINE SELECTION PROCESS**
his page shows the selections that the student has already made and also those selections which the student has yet to make.
tudent Details
Details for the current student including which year and period the selections are for
Student
Name
Programme BSC Biological Sciences
Route BSC Biological Sciences
Mode of Attendance Full Time
Registration Year 2014/5
Registration Period
Selections You have currently selected 2 Module(s) with a total of 15 Credit(s)
Your selections so far (includes compulsory modules)
Full programme specifications can be obtained via the following link. Please ensure that ANY choices you make meet the requirements of your programme.
http://biosciences.exeter.ac.uk/current/progspecs/ug/
Full module specifications can be obtained via the following link:
http://biosciences.exeter.ac.uk/current/modules/ugstreatham/modulechoice/
elected Modules
Module Occ Period Level Credits Status Module Name
PSY2215 A TERM2 2 15.00 Compulsory Problems and Projects in Animal Behaviour
BIO3905 A TRM1+2 3 0.00 Compulsory Employability
Compulsory modules already added to your student record / modules that you must take next year.

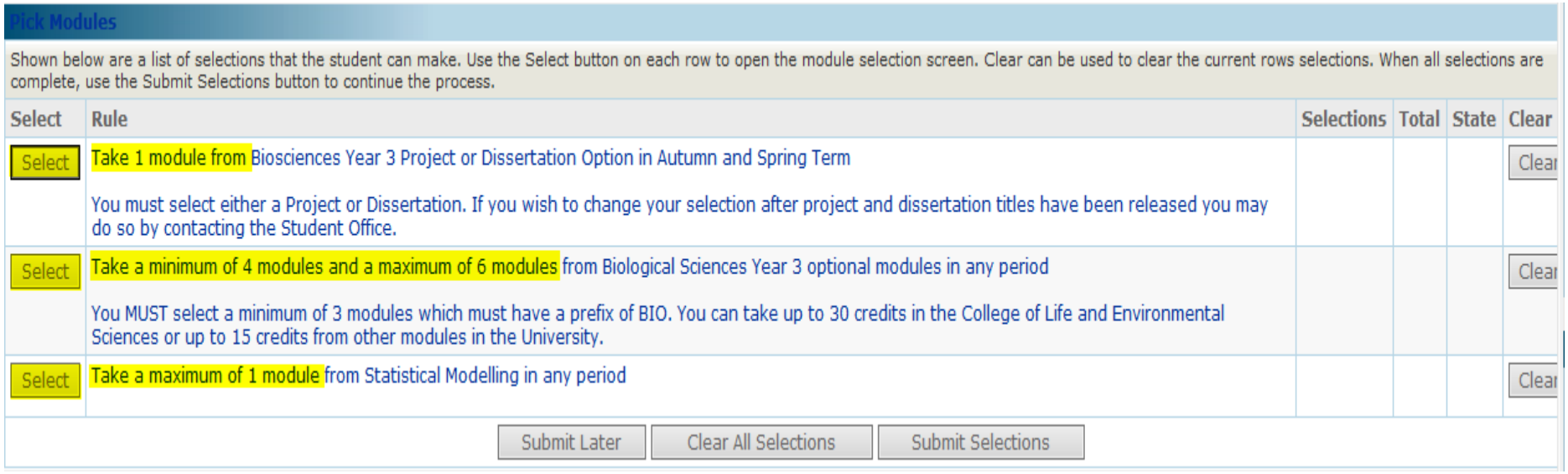
How to select your optional modules

Select your optional modules from the Pick Modules section of the Module Registration page by clicking on the Select button on the left-hand side of the screen.

The descriptions in the Rule column will indicate which groups you must choose modules from. For example, if the wording says:

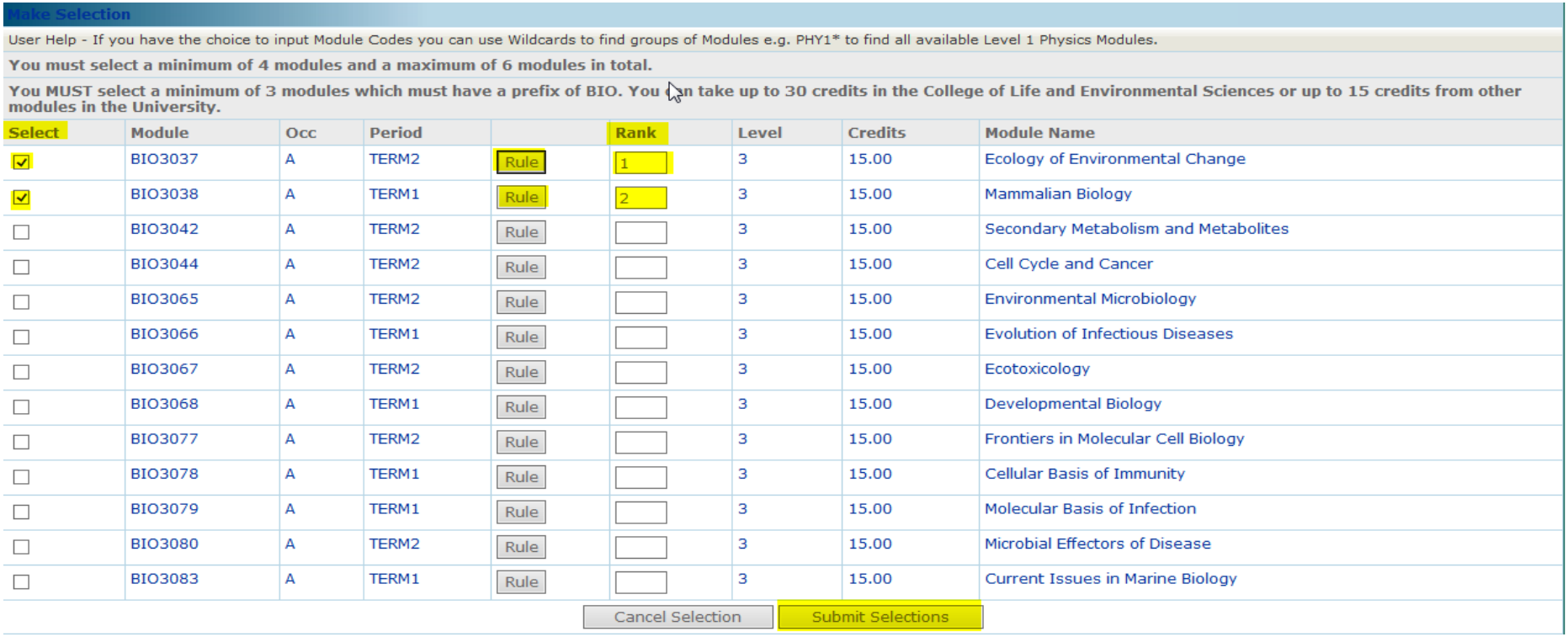
- Take 1 module from …. — you ***must choose*** 1 module from that group.
- Take a minimum of 4 modules and a maximum of 6 modules from… — you ***must choose at least*** 4 modules from that group, up to a maximum of 6 modules.
- Take a minimum of 30 credits and a maximum of 60 credits from… — you ***must choose at least*** 30 credits from that group, up to a maximum of 60 credits.
- Take a maximum of 2 modules from…. — you have the option of choosing ***up to*** 2 modules from that group.

Note: You will not be able to confirm your module selections until you have met the rules associated to each group of modules.


Pick Modules
Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.
Select
Rule
Selections
Total
State
Clear
Select
Take 1 module from Biosciences Year 3 Project or Dissertation Option in Autumn and Spring Term
You must select either a Project or Dissertation. If you wish to change your selection after project and dissertation titles have been released you may do so by contacting the Student Office.
Clear
Select
Take a minimum of 4 modules and a maximum of 6 modules from Biological Sciences Year 3 optional modules in any period
You MUST select a minimum of 3 modules which must have a prefix of BIO. You can take up to 30 credits in the College of Life and Environmental Sciences or up to 15 credits from other modules in the University.
Clear
Select
Take a maximum of 1 module from Statistical Modelling in any period
Clear
Submit Later
Clear All Selections
Submit Selections

How to view and to select individual modules contained in the above groups

Once you've clicked on the Select button for a group of modules, you will be brought to the Make Selection screen, where you can view and choose the individual modules attached to the group.



Make Selection

User Help - If you have the choice to input Module Codes you can use Wildcards to find groups of Modules e.g. PHY1* to find all available Level 1 Physics Modules.

You must select a minimum of 4 modules and a maximum of 6 modules in total.

You MUST select a minimum of 3 modules which must have a prefix of BIO. You can take up to 30 credits in the College of Life and Environmental Sciences or up to 15 credits from other modules in the University.

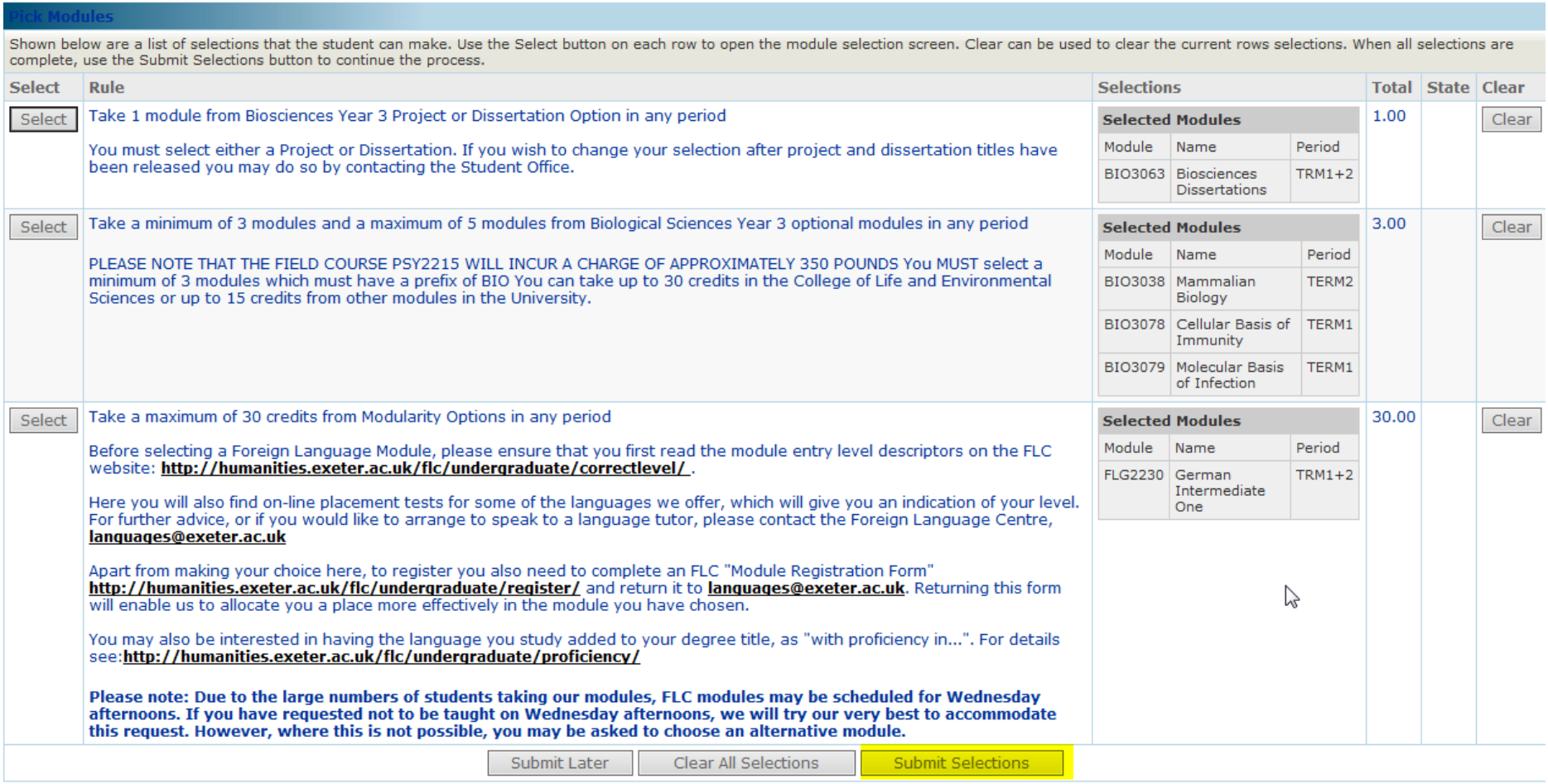
Select	Module	Occ	Period		Rank	Level	Credits	Module Name
☑	BIO3037	A	TERM2	Rule	1	3	15.00	Ecology of Environmental Change
☑	BIO3038	A	TERM1	Rule	2	3	15.00	Mammalian Biology
☐	BIO3042	A	TERM2	Rule		3	15.00	Secondary Metabolism and Metabolites
☐	BIO3044	A	TERM2	Rule		3	15.00	Cell Cycle and Cancer
☐	BIO3065	A	TERM2	Rule		3	15.00	Environmental Microbiology
☐	BIO3066	A	TERM1	Rule		3	15.00	Evolution of Infectious Diseases
☐	BIO3067	A	TERM2	Rule		3	15.00	Ecotoxicology
☐	BIO3068	A	TERM1	Rule		3	15.00	Developmental Biology
☐	BIO3077	A	TERM2	Rule		3	15.00	Frontiers in Molecular Cell Biology
☐	BIO3078	A	TERM1	Rule		3	15.00	Cellular Basis of Immunity
☐	BIO3079	A	TERM1	Rule		3	15.00	Molecular Basis of Infection
☐	BIO3080	A	TERM2	Rule		3	15.00	Microbial Effectors of Disease
☐	BIO3083	A	TERM1	Rule		3	15.00	Current Issues in Marine Biology

Cancel Selection | Submit Selections

- Follow the user help instructions above the listed modules.
- Choose modules by ticking them (Select column).
- ***If* the Rank column is visible**, you must rank your choices in order of preference (e.g. 1 – 10).
- ***If* the Rule button appears next to a module**, it means that you must fulfil certain requirements in order to take that module, which you can view by clicking on the button.
- Once you have made your choices, click on the **Submit Selections** button at the bottom to return to the main Module Registration page.
- Repeat the above process for the different module groups as needed.

How to submit /confirm your selections

Once you have made all of your selections, you must submit them by clicking on the Submit Selections button in the Pick Modules section of the Module Registration page.



Pick Modules

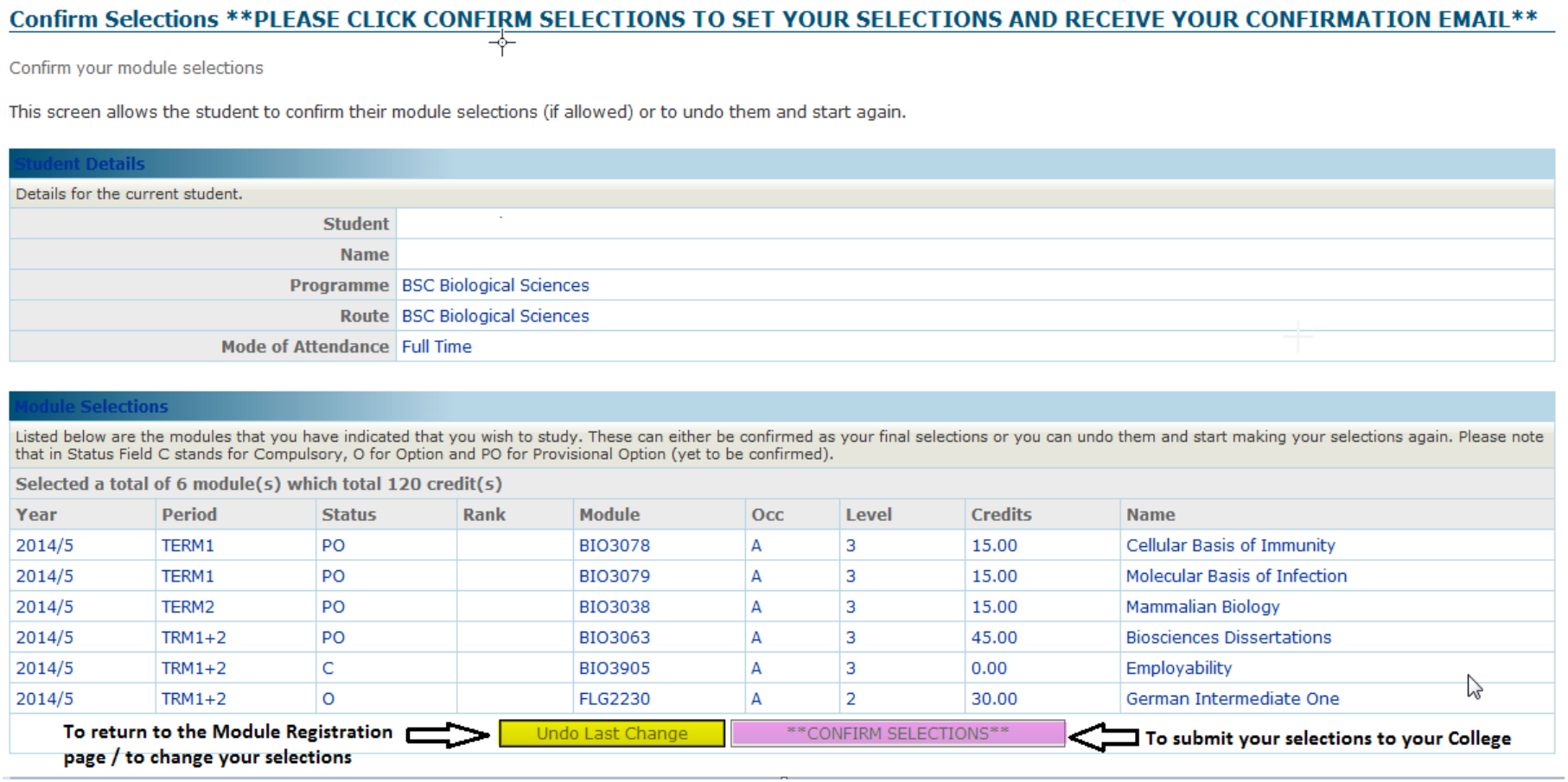
Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.

Select	Rule	Selections	Total	State	Clear
Select	Take 1 module from Biosciences Year 3 Project or Dissertation Option in any period You must select either a Project or Dissertation. If you wish to change your selection after project and dissertation titles have been released you may do so by contacting the Student Office.	**Selected Modules** Module: BIO3063 — Name: Biosciences Dissertations — Period: TRM1+2	1.00		Clear
Select	Take a minimum of 3 modules and a maximum of 5 modules from Biological Sciences Year 3 optional modules in any period PLEASE NOTE THAT THE FIELD COURSE PSY2215 WILL INCUR A CHARGE OF APPROXIMATELY 350 POUNDS You MUST select a minimum of 3 modules which must have a prefix of BIO You can take up to 30 credits in the College of Life and Environmental Sciences or up to 15 credits from other modules in the University.	**Selected Modules** BIO3038 — Mammalian Biology — TERM2 BIO3078 — Cellular Basis of Immunity — TERM1 BIO3079 — Molecular Basis of Infection — TERM1	3.00		Clear
Select	Take a maximum of 30 credits from Modularity Options in any period Before selecting a Foreign Language Module, please ensure that you first read the module entry level descriptors on the FLC website: **http://humanities.exeter.ac.uk/flc/undergraduate/correctlevel/** . Here you will also find on-line placement tests for some of the languages we offer, which will give you an indication of your level. For further advice, or if you would like to arrange to speak to a language tutor, please contact the Foreign Language Centre, **languages@exeter.ac.uk** Apart from making your choice here, to register you also need to complete an FLC "Module Registration Form" **http://humanities.exeter.ac.uk/flc/undergraduate/register/** and return it to **languages@exeter.ac.uk**. Returning this form will enable us to allocate you a place more effectively in the module you have chosen. You may also be interested in having the language you study added to your degree title, as "with proficiency in...". For details see:**http://humanities.exeter.ac.uk/flc/undergraduate/proficiency/** **Please note: Due to the large numbers of students taking our modules, FLC modules may be scheduled for Wednesday afternoons. If you have requested not to be taught on Wednesday afternoons, we will try our very best to accommodate this request. However, where this is not possible, you may be asked to choose an alternative module.**	**Selected Modules** FLG2230 — German Intermediate One — TRM1+2	30.00		Clear

Submit Later | Clear All Selections | Submit Selections

You will be brought to the Confirm Selections page (see below) where you will be given the option to:

- Undo Last Change — to return to the Module Registration screen and make changes to your module selections; or
- Confirm Selections — to submit your selections to your home College. You will receive a system-generated email listing your submitted selections.



Confirm Selections **PLEASE CLICK CONFIRM SELECTIONS TO SET YOUR SELECTIONS AND RECEIVE YOUR CONFIRMATION EMAIL**

Confirm your module selections

This screen allows the student to confirm their module selections (if allowed) or to undo them and start again.

Student Details

Details for the current student.

Student	
Name	
Programme	BSC Biological Sciences
Route	BSC Biological Sciences
Mode of Attendance	Full Time

Module Selections

Listed below are the modules that you have indicated that you wish to study. These can either be confirmed as your final selections or you can undo them and start making your selections again. Please note that in Status Field C stands for Compulsory, O for Option and PO for Provisional Option (yet to be confirmed).

Selected a total of 6 module(s) which total 120 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2014/5	TERM1	PO		BIO3078	A	3	15.00	Cellular Basis of Immunity
2014/5	TERM1	PO		BIO3079	A	3	15.00	Molecular Basis of Infection
2014/5	TERM2	PO		BIO3038	A	3	15.00	Mammalian Biology
2014/5	TRM1+2	PO		BIO3063	A	3	45.00	Biosciences Dissertations
2014/5	TRM1+2	C		BIO3905	A	3	0.00	Employability
2014/5	TRM1+2	O		FLG2230	A	2	30.00	German Intermediate One

To return to the Module Registration page / to change your selections
Undo Last Change
CONFIRM SELECTIONS
To submit your selections to your College

How to undo / amend your module selections

Even though you may have submitted/confirmed your module selections, you may still change them up until Online Module Selection closes. .

Upon logging into the Online Module Selection system, you will be brought directly to the Confirm Selections page. Simply click on the Undo Last Change button to return to the Module Registration page so that you may change your module selections (see the screen shot above).

Once you have made your new selections, repeat the 'How to submit/confirm your selections' process outlined above — e.g. click on Submit Selections button from the Module Registration page and click on **Confirm Selections** button on the Confirm Selections page.

Error messages

You might encounter error messages throughout the process of selecting your modules for various reasons. As a result you might require you to de-select the specified module(s) to be able to proceed with your module selections.

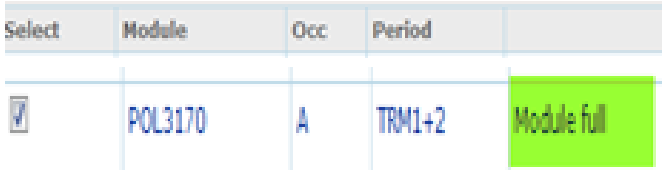
The error message at the top of the page will indicate why the submission has failed and further clarification on the meaning of the error message will usually be displayed next to the module entry in question.

Examples:

Invalid by rule — the eligibility criteria for this module was not met. Click on the Rule button next to the message for more details.

Look for ** — these will appear next to the list of selections you have made. Possible reasons:

- Did not choose the minimum number of modules as indicated.
- Module is full — go back into the list of modules, hit Submit Selections again, to see if a Module Full message displays next to one or more of the modules.



Module is full, i.e. the maximum number of available places has been reached. You must choose another module in its place.